



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ENQ/DR(S&P)/ 249 / 2016

Date : 28th September 2016

TENDER NOTICE

Sealed quotations are invited under **Two Bid Systems** (Technical & Financial) for the purchase of **Photocopier Machine** for the Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III & IV**.

The document may be obtained on payment of ₹500/- (Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹500/- of tender processing fee in form of DD.

The "Technical and Commercial Bids" in two separate sealed envelopes placed in a single envelope with name of the tender, ref. number and closing date subscribed on the top of the envelope addressed to the Deputy Registrar (S&P), IIIT-Allahabad **upto 18.10.2016 at 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **18.10.2016 at 03:30 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. Basic rate, taxes and freight charges etc. must be quoted separately,

(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

- Hon'ble Director for kind information.

Annexure-I

Technical Bid

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

1. Name of the firm :-
 2. Address of the firm :-.....
.....
 3. Phone Number (With Code):-
 4. Proprietor's name: -
 5. Address of Proprietor: -
 6. Proprietor's Phone No. :-
 7. Details of the firm:-
 - (a)Date from which the firm is operating: -
 - (b)Turnover of the firm during: - FY 2012-13 (₹).....
FY 2013-14 (₹).....
FY 2014-15 (₹).....
- (Please attach documentary evidence)**
- (c) PAN No. :-
 - (d) TIN No. :-

8. **Tender Processing Fee:** An amount of Rs. 500/- (Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.
9. **E.M.D. :** The tenders should be accompanied in a form of a Demand Draft/FDR/ Bank Guarantee in favour of **Indian Institute of Information Technology Allahabad payable at Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

Amount of EMD as below:

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Purchase of Photocopier Machine	10,000.00	



Technical Compliance
(To be attached with technical bid)

PHOTOCOPIER MACHINE

TECHNICAL SPECIFICATION

Sl. No.	Specification	Compliance	Deviation
1.	Function	Print Copy Scan	
2.	Laser Beam Technology	4 Beam Laser Technology	
3.	Processor	Dual Processor, min. 1.67GHz for Multitasking	
4.	RAM	Shared RAM	
5.	Paper Feed Mechanism	Accelerated Paper Feed Mechanism	
6.	Memory	1.25GB	
7.	HDD	1 TB	
8.	Network Interface	Yes Ethernet(100 Base -TX/10Base-t)USB2.0	
9.	Multiple copies	1-999	
10.	Magnification	25% to 400% (1% increment)	
11.	Maximum Original Size	Max. A3/11"x17"	
12.	Copy/Print speed	35ppm	
13.	Resolution Reading	600 x 600 dpi	
14.	Resolution Writing:	Writing: 1200 x 1200 dpi	
15.	Duplex Standard	Yes	
16.	Print Specification	PDL Standard: UFR II LT	
17.	Network OS	Windows 2000/XP/Server2003/ Vista/Server2008/Win7/Linux, Mac OSX (10.4.9 or later)	
18.	Network Scan Gear Specification	Windows 2000/XP/Server 2003/Vista/Server 2008/Win7	
19.	Scan Resolution	Up to 600 x 600 dpi	
20.	Scan Format	TIF/JPEG	
21.	Paper Capacity	550Sheets x 2+ Bypass 80	
22.	Toner	Mono component Toner	
23.	Consumables	Toner & Drum only (Developer Less)	
24.	Paper Sizes	A4, A3, A5R, A4R, B5, B5R	
25.	FCOT	4secs or less	
26.	Warmup Time	30secs or less	
27.	Scan Features	Scan to e-mail	
		Secure Print	
		Quick menu	
		Customize Wall Paper	
		Scan to Myself	
28.	Security Locking	Access Card	
		Image Pin	
		User Name + Password	
		Access Card + Pin	
29.	Usage tracking	Print ,copy, scan reports	

Signature of the tenderer

Seal of the firm



Terms and Conditions:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Preference will be given to the firm, if Manufacture/Sole distributor.
3. Quoted rate should be valid at least for 60 days.
4. Turnover of the firm should be 7 lakh for the last two year
5. The quality and specification be adhered to strictly. If not found according to specification, supply will not be accepted.
6. Transit road permit in the prescribe proforma shall be made available as per rule by the Institute on the request of the supplier if, required.
7. Enquiry/tender must be quoted in prescribe format on the company/firm letter head.
8. It is most essential that it should be mentioned clearly that the price basis, payment terms, works schedule taxes and duties, validity, transportation charges.
9. Trade/Sales tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the Institute under any circumstances. The firm has to bear all taxes.
10. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
11. Payment will be made within fifteen days after delivery and verification.
12. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-2922051, 2217**.
13. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
14. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
15. The lowest rate will not be the basis of claim to get the order.
16. Supply within 5 weeks from the receipt of the Purchase order. If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks and maximum upto 10% of the total cost may be imposed at the discretion of competent authority.
17. Conditional tenders will not be considered in any case. They will be summarily rejected.
18. All disputes are subject to jurisdiction of Courts at Allahabad.
19. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
20. Kindly mention enquiry reference number, subject, due date contact address etc on envelop. Incomplete quotation will not be accepted.


(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

➤ Hon'ble Director for kind information.

Annexure-IV

**SUPPLY OF PHOTOCOPIER MACHINE
Financial Bid**

(To be quoted on the company letter head with the below prescribed proforma only)

(Sealed separate envelop)

Sl. No.	Items Specification	Qty.	Unit rate in Rs.	Total Rs.
1.	Photocopier machine Specification : Function : Print Copy Scan Laser Beam Technology : 4 Beam Laser Technology Processor : Dual Processor, min. 1.67GHz for Multitasking RAM : Shared RAM Paper Feed Mechanism : Accelerated Paper Feed Mechanism Memory : 1.25GB HDD : 1 TB Network Interface : Yes Ethernet(100 Base - TX/10Base-t)USB2.0 Multiple copies : 1-999 Magnification : 25% to 400% (1% increment) Maximum Original Size : Max. A3/11"x17" Copy/Print speed : 35ppm Resolution Reading : 600 x 600 dpi Resolution Writing: : Writing: 1200 x 1200 dpi Duplex Standard : Yes Print Specification : PDL Standard: UFR II LT Network OS : Windows 2000/XP/Server2003/ Vista/Server2008/Win7/Linux, Mac OSX (10.4.9 or later) Network Scan Gear Specification : Windows 2000/XP/Server 2003/Vista/Server 2008/Win7 Scan Resolution : Up to 600 x 600 dpi Scan Format : TIF/JPEG Paper Capacity : 550Sheets x 2+ Bypass 80 Toner : Mono component Toner Consumables : Toner & Drum only (Developer Less) Paper Sizes : A4, A3, A5R, A4R, B5, B5R FCOT : 4secs or less Warmup Time : 30secs or less Scan Features : Scan to e-mail, Secure Print Quick menu, Customize Wall Paper Scan to Myself Security Locking : Access Card, Image Pin, User Name + Password, Access Card + Pin Usage tracking : Print ,copy ,scan reports	01		
	Total Amount-			
	Taxes (if any)-			
	Grand Total-			

Note: Financial Bid must be given in this format only.

Signature of the tenderer

Seal of the firm